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**DRUK HOLDING & INVESTMENTS LTD.**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY OF IMPORTED RAW  
MATERIALS**



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Tender No: MSPCL/Pro-Drug/Purchase-07/2024/238

**NOTICE INVITING TENDER**

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL) invites sealed bids from Bhutanese eligible bidders for supply of Raw Materials as per the Bidding Documents.

Name of Tender	Bid Submission Date & Time	Bid Opening Date & Time	Cost of Bidding Documents
Supply of Imported Raw Materials for 1 <sup>st</sup> July 2024 to 30 <sup>th</sup> June 2025	22 <sup>nd</sup> May 2024, 11:00 AM	22 <sup>nd</sup> May 2024 11.30 AM	Free for download on the website.

For any additional information and queries, please contact 17609969 (Procurement Section).



Chief Executive Officer



## Terms and Conditions

### 1. Scope of Supply

- 1.1. The bidder(s) may quote for any or all items as per the technical specification and the Price Schedule as attached.

### 2. Clarification to the bidding document

- 2.1. Further information can be obtained in writing from **Procurement Section** not later than **7 days** from the date of bid submission.

### 3. Documents comprising bid

- 3.1. The bid must be accompanied by the following document:
- i. Bid Security
  - ii. Valid Trade license
  - iii. Tax clearance
  - iv. Price Schedule
  - v. Power of Attorney (if the bidding documents are signed on behalf of the owner)
  - vi. Bid Submission Form (Annexure-I) (Completely filled up form)
  - vii. Any other relevant documents

### 4. Bid Price

- 4.1. All prices shall be quoted in **Ngultrum**. The quoted price shall be Incoterm 2020 including taxes, duties and other levies to the final place of delivery, if required.
- 4.2. The final place of delivery is **Menjong Sorig Pharmaceuticals Corporation Limited, Kawajangsa, Thimphu**.
- 4.3. Item shall be evaluated and contract awarded separately to the firm (s) offering the lowest evaluated price for the item.

### 5. Bid Validity

- 5.1. The bid shall be valid for **365 Days** from the date of submission of the bid. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may solicit the Bidder's consent to an extension of the bid validity period. The request and responses shall be made in writing. A bid valid for a shorter period shall be considered non-responsive.

### 6. Bid Security

- 6.1. The bid shall be accompanied by the bid security of not less than **2% of the quoted rate** in the form of Cash Warrant/ Unconditional Bank Guarantee/ Banker Cheque/ Demand draft in the name of the **Chief Executive Officer, Menjong Sorig Pharmaceuticals Corporation Limited** issued by the



Financial Institution enforceable in any Banks in Bhutan.

- a) The Bid security (EMD) shall be valid up to **90 Days** from the date of bid submission.
- b) The Bid Security is to be submitted as a part of the Bid in a separate sealed envelope.
- c) Any Bid not accompanied by bid security of adequate value and validity shall be rejected by the Purchaser as non-responsive.

6.2. The bid security shall be forfeited in the following cases:

- a) If the Bidder withdraws the bid after Bid opening during the period of Bid validity.
- b) If the Bidder does not accept the correction of the Bid price;
- c) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the Contract or furnish Performance Security.

## 7. Submission of Bids

7.1. The bidder(s) shall submit one original bid and clearly marked **ORIGINAL**. In addition, the bidder(s) should also submit one copy marked as **COPY**. The bid including all documents should be duly filled, signed and sealed in an envelope and addressed to and delivered at the following address.

**Chief Executive Officer,  
Menjong Sorig Pharmaceuticals Corporation Limited,  
Kawajangsa, Thimphu**

## 8. Submission deadline

8.1. The deadline for receipt of your bid(s) by the Purchaser is on or before **22<sup>nd</sup> May 2024 at 11.00 AM**. Bids by electronic means *are not* acceptable.

## 9. Bid Opening

9.1. The bid(s) will be opened in the presence of bidders or their representatives who choose to attend the **Tender Opening on 22<sup>nd</sup> May 2024 at 11.30 AM**. In case due date of the opening of the bid falls on non-working days, the opening of the bid shall be on next working day at the same time.

## 10. Evaluation of Bid

10.1. Bids determined to be substantially responsive to the technical specifications and commercial conditions will be evaluated by comparison of their quoted prices. In evaluating the bids, the Purchaser will determine for each bids the evaluated price by adjusting the priced bid by making any correction for any arithmetical errors as follows; where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

10.2. where there is discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

10.3. To assist in the evaluation, comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder



for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.

11. Purchaser's Right to Accept Any Bid, and Reject Any or All Bids

11.1. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

12. Quantity Variation

12.1. Depending on the final requirement, at the time of the award of the Contract, the Purchaser may increase or decrease the quantities by twenty five percent (25%) of the indicated quantity.

13. Award of Contract

13.1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid. The Purchaser shall issue Notification of Award/ Purchase Order to the successful Bidder. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

14. Delivery Schedule

14.1. The supply of the Goods and related service shall be completed within **45 days or as specified for respective good** from the date of issue of the Purchase Order.

15. Performance Security

15.1. The Supplier shall be required to furnish Performance Security of **10%** of the quoted price in the form of cash warrant, demand draft or unconditional Bank Guarantee in favor of the **CEO, MSPCL** issued by a financial institution enforceable in any Banks in Bhutan, which shall be furnished upon issuance of notification of the award. Performance Security shall be valid till the end of warranty period and will be returned after the end of warranty period.

16. Liquidated Damage

16.1. If the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or fails to perform the Related Services within the period specified in the Contract/ Purchase Order, the Purchaser shall deduct Liquidated Damages at the rate of **0.10 %** per day for each day of delay to a maximum of 10% of the quoted price.

17. Payment Terms

17.1. **Full Payment at the delivery of goods.**

17.2. At the time of release of payment, Tax shall be deducted at Source [TDS] from the gross amount of bills as per the Income Tax Act of the Bhutan. The Purchaser shall furnish necessary TDS Certificate to the Bidders, issued by the Department of Revenue & Customs, RGoB.



18. Warranty Period

18.1. Any goods found defective shall be replaced within 15 working days as per the stipulated time mentioned by the purchaser. If the supplier fails to rectify and or replace the defective goods, the Purchaser shall do it at the cost of the supplier.

19. Submission of Bid

19.1. The Bidder shall submit the Bid Submission Form using the Form in the Annexure I: This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

19.2. A bid in which the Bid Submission Form not duly filled, signed and sealed by the bidder shall be rejected.

20. Termination

20.1. The Purchaser may, by written notice, terminate the Purchase Order or Contract [if applicable] in whole or in part at any time for its convenience:

20.2. if the Supplier fails to perform any other terms and conditions specified with the Purchase Order/ Contract, or exceeds the maximum amount of Liquidated Damages; and

20.3. if the Supplier fails to perform any other obligation(s) under the Purchase Order / Contract, and if the Supplier does not take any remedial action within a period of [ 15 days] after receipt of a notice of default from the Purchaser specifying the nature of the default(s).

21. Governing Law

21.1. The Contract/ Purchase Order shall be governed by and interpreted in accordance with the Laws of Bhutan.

22. Dispute Resolution

22.1. Any settlement of dispute or arbitration of matter arising from the contract shall be settled as per the Alternative Dispute Resolution Act of Bhutan 2013 for Bhutanese Supplier and United Nations Commission on International Trade Law [UNCITRAL] Arbitration Rules of 1976 for International Supplier and will be binding for both parties.



**Bid Submission Form**

Date: .....

Tender No.: .....

To: .....  
.....  
.....

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda number: .....

(b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedule of Supply the following Goods and Related Services: **Supply and Delivery of Import Raw Materials.**

(c) The total price of our Bid, excluding any discounts offered in item is: Nu. ....

(d) The discounts offered and the methodologies for their application are:

**Discounts:** If our Bid is accepted, the following discounts shall apply: .....

**Methodology of Application of the Discounts:** The discounts shall be applied using the following methodology: .....

(e) Our Bid shall be valid for a period of **(365) days** from the date fixed for the Bid submission deadline and it shall remain binding upon us and may be accepted at any time before expiry of that period;

(f) If our Bid is accepted, we commit to provide a Performance Security in accordance with Clause 15 for the due performance of the Contract;

(h) We, including any subcontractors or suppliers for any part of the Contract, have nationality from eligible countries, viz: [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a JV/C, and the nationality each subcontractor and supplier]

(i) We have no conflict of interest;





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- (j) Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Purchaser under the laws or official regulations of Bhutan;
- (k) We have read the terms and conditions carefully, understood and agree to comply with all the clauses which are mentioned therein. In case of any breach of any condition on our part, we shall be liable for actions as per terms and conditions of the Contract.
- (l) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
- n) We accept the Vendor Performance Management System.

Signed: .....

In the capacity of: .....

Name: .....





Duly authorized to sign the bid for and on behalf of: .....

Dated on ..... day of .....








### Specific Instructions and Terms and conditions

- 1) The tender must submit or accompany a sample that describes the specifications of the intended item for the supply.
- 2) The bids without samples shall not be accepted.
- 3) If you do not agree with the specifications provided, please do not provide rates or indicate as N/A under Rate per Kg Column.

Sl. No.	Sorig Name (Transliteration)	Latin/common name	Parts Required & Specifications	Quantity	Rate per Kg
1	འབྲི་མོག། (‘bri-mog)	<i>Onosma hookeri</i>	 Root – Dried roots are dark reddish to black in color. The center parts of the root are white to light whitish. Bark of the roots are thin and when crushed by hand, a red color is observed. It has a pleasant aroma and is tasteless.	100 kg	
2	ཀ་ར། (ka-ra)	<i>Crude sugar/Rock Sugar</i>	 Crude solid crystal - It is a processed crude or rock sugar made from sugar cane and also known as white sugar in crystal form. It is pure white with a sweet taste and irregular in shape.	760 kg	
3	ཀོ་བྱི་ལ། (ko-byi-la with cover)	<i>Strychnos nux-vomica/ Strychnine tree</i>	 Seeds with cover or coat - The dried seeds are rounded, flattened with grayish colors which are covered with silky hairs. It is hard and bitter in taste.	25 kg	
4	ཀོ་བྱི་ལ། (ko-byi-la without cover)	<i>Strychnos nux-vomica/ Strychnine tree</i>	 The same above seeds described in SN 3 but with SEED COAT or COVER REMOVED.	40 kg	




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5	སླང་ལེབ་གཞི་དུམ། (Lang-lab-zhi-dum)	<i>Opaque Soap base</i>		Flakes/cakes - Opaque soap base is a creamy soap base made from Palm Oil and Coconut Oil. It should be opaque white, highly moisturizing, long-lasting and firm to the touch. It should produce a rich and smooth lather that does not dry out the skin.	100 kg	
6	ག་བུར། (ga-bur)	<i>Cinnamomum camphora/ Camphor</i>		Crystalline Powder - The camphor appears as a colorless to white crystalline powder or friable masses. It has a strong pungent aroma and taste.	10 kg	
7	གམ་ཨ་གེ་ཤི་ཡ། (Gum Acacia)	<i>Gum acacia/ Gum Arabic</i>		Fine powder. It is obtained from the gum Acacia plant. It is colorless to pale straw color and is odorless.	163 kg	
8	གཟེ་མ། (g.ze-ma)	<i>Tribulus terrestris/ Gokshur</i>		Fruit - The dried fruit consists of five sections each with hard and sharp spines. The fruits are faint greenish yellow and faintly aromatic with slightly acrid taste.	189 kg	
9	གུ་གུལ། (gu-gul)	<i>Commiphora mukul/ Guggul</i>		Resin - Guggul is dried oleo-gum resin secreted from the plant stem or bark. It is pale yellow to brown colored with an aromatic odor and bitter astringent taste.	69kg	









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10	གུར་གུམ། (gur-gum)	<i>Carthamus tinctorius/ Safflower</i>		Flower – It is a dried beautiful thistle-like shaped flower or petal. The dried safflower is orange to reddish yellow in color. The flowers have slightly sweet, grassy or hay-like aroma.	700 kg	
11	ཉ་ཅི། (Na-chi)	<i>Pteria margartifera (Black Lipped pearl oyster)</i>		Oyster shell – It is oval shaped oyster shell of black lipped pearl oyster with yellowish and white shining inner surface and brown rough exterior with several linings.	10 kg	
12	གླི་ཕང་། (ghi-vang)	<i>Gall stone</i>		Solid - Gallstones are the hardened deposits in the gall bladder of the cattle. It is irregular in shape usually with yellow in color. It may be also be found in dark brown to dark in color if the bile contains too much bilirubin.	1.00 kg	
13	ཚུ་གང་། (cu-gang)	<i>Bambusa textillis</i>		Dried exudate - It is irregular shaped granules in varying sizes. It is pure white translucent shiny crystal-like granules which is light, hard and brittle.	10 kg	
14	ཉིལ་སུམ། (til-snum)	<i>Sesamum indicum / Sesame Oil</i>		Oil – It is amber to pale yellow colored oil obtained from sesame seeds. The oil has a pleasant grain-like odor and somewhat nutty taste.	1820 Liters	








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15	ཐལ་ཀ་རོ་རྗེ (thal-ka-rdo-rje)	<i>Cassia tora/ Sickle Senna</i>		Seed - The dried seed is irregular in shape and size. The colors range from greenish brown to dark brown with specks of yellowish red. The surface of the seed is smooth and glossy.	75 kg	
16	ཟངས་ཐལ། (Zang-thel)	<i>Cuprum/ Copper Bhasma/ash</i>		Powder – It is reddish-brown fine powder insoluble in water and alcohol.	2 kg	
17	དྲི་བཟང། (dre-bzang)	<i>Crocus sativa/ Saffron</i>		Stigma - Saffron is the dried stigma from the Crocus flower. Saffron has a strong fragrant aroma with sweet taste.	9 kg	
18	ནུ་གྱི། (na-gyi)	<i>Murex operculum/ Spiny Murex</i>		Shell - It is the trap door of a shell with different sizes but their overall shape is that of claw. The shell is white or white –off to grey in color.	10 kg	
19	བ་སྤྲ། (ba-spru)	<i>Mirabilis himalaica/ Four o'clock</i>		Root - The dried roots are irregular in shape and size with light to gray in color.	100 kg	
20	བུལ་ཉོག། (bul-tog)	<i>Sodium bicarbonate</i>		Crystalline Powder - It is common baking soda with white crystalline powder. It has a slightly salty taste.	60 kg	



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21	མུ་ཏིག་ག། (mu-tig)	<i>Pearls</i>		Calcite - Pearl is a hard and glistening object formed when mantle of the mollusk secretes calcium carbonate in the form of mixture of aragonite and calcite in minute crystalline form around an irritant that has entered the shell. It is smooth in various shapes and sizes with whitish silvery color.	25 kg
22	ཙན་དཀར་མོ། (tsan dkar)	<i>Santalum album/ White Sandal Wood</i>		Wood - Sandalwood is dried stem or class of woods from trees in the genus Santalum. The woods are heavy with white to yellowish in color with strong aromatic fragrance.	70 kg
23	ཇ་ཏི། (dza-ti)	<i>Myristica frangrans/ Nutmeg</i>		Seed - Nutmeg is the dried seed kernel inside a yellow fruit of the nutmeg tree. The seed of nutmeg has a spicy sweet facet with earthy and pungent base notes.	190 kg
24	མེསི་ལིན། (Vaseline)	<i>Petroleum jelly</i>		Jelly - Petroleum jelly is also known as soft paraffin wax. It is a semi-solid mixture of hydrocarbons. It is white translucent soft unctuous mass and odorless.	140 kg
25	བིག་པན། (big-pen)	<i>Copper Sulphate (Blue vitriol)</i>		Crystal/Rock - A blue crystalline translucent rock or crystals freely soluble in water, methanol and practically insoluble in alcohol.	24 kg









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26	ལྷ་བྱི་སེར་པོ། (zi-ra-nag-po)	<i>Sulphur nativum</i> (Yellow Sulphur)		Flakes – It is greenish yellow irregularly shaped masses with light fragile texture. It is easily broken or fractures with needle like crystals. It has characteristically stinking odor.	10 kg	
27	འངས་འབྲས། (‘jam-’bras)	<i>Caesalpina bounduc/</i> Gray Nicker		Seed – It is the dried seed of the Caesalpina without cover. Its seed cover is hard and glossy. It is odorless and irregular in shape and size.	30 kg	
28	རྒྱ་ལྗ། (rgya-tshwa)	<i>Salt</i>		Powder - This is the processed salt in the form of a cube or cubical shape. The taste is the same as the common salt.	8 kg	
29	རྒྱ་སྐྱེགས། (rgya-skyegs)	<i>Laccifer lacca/</i> Shellac		Lac/Resinous glaze - It is a resinous substance secreted as protective covering by lac insects on host plant Ziziphus mauritiana. It is reddish brown color or has scarlet resinous secretion.	20 kg	
30	ལི་ཤི། (li-shi)	<i>Syzygium aromaticum /</i> Clove		Flower bud – Cloves are dried, unopened, nail-shaped flower buds. It is often described as being spicy and sweet with a warm and woody foundation.	70 kg	
31	ལ་བ། (lca-ba)	<i>Withania somnifera /</i> Ashwagandha		Root – It is the dried roots of withania. The outer surface of the root is buff to gray-yellow with longitudinal wrinkles and in the center soft, solid mass with scattered pores. It has a bitter and acrid taste and is yellowish brown or light brown in color.	38 kg	








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32	ཤིང་ཀུན། (shing-kun)	<i>Ferula assafoetida</i> L/ (Devil's dung)		Resin – It is dried resin from asafoetida and has pungent smell either with round or flattened form. The surface is brittle and has a bitter and acrid taste.	24 kg	
33	ཤིང་མངར། (shing-m.ngar)	<i>Glycyrrhiza glabra</i> / Licorice		Root – It is dried roots of licorice with yellowish or purplish brown to dark brown externally and yellowish internally. It has a characteristic aroma and sweet or sugary taste.	54 kg	
34	སུག་སྒྲེལ། (sug-smel)	<i>Elettaria cardamomum</i> / Small Cardamom		Fruit – It is dried fruit of cardamom. The seeds are warm, slightly pungent and highly aromatic in flavor. It is greenish to light brown in color.	158 kg	
35	ཤེ་འབྲུ། (se-'brus)	<i>Punica granatum</i> / Pomegranate		Seed – It is dried seeds of pomegranate of sour tasting variety without stickiness. The seeds are embedded in a white, spongy and bitter pulp.	231 kg	
36	ཤོ་མ་ར་ཇ། (so-ma-ra-dza)	<i>Abelmoschus moschatus</i> / Musk mallow		Seed – It is the dried seed of musk mallow. The seed has snail shell like shape which is dark brown to black in color. The surface is rough with white colored minute hairs in the center.	24 kg	
37	སྟོད་ཇ། (stod-ja)	<i>Accacia catechu</i> / Black Cutch		Extract – It is dried resinous aqueous extract of black catechu prepared from the heartwood of Acacia catechu. It is dark reddish to brownish black in color. It has a bitter and astringent sweetish taste.	6 kg	






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38	སྡིག་སྡིག། (sdig srin)	Crab		Whole dried carb. The dried crabs are yellowish brown to dark brown in color with putrid characteristic smell.	10 kg	
39	Corn Starch	Corn starch		Fine Powder – It is a white to slightly yellowish fine powder that creaks when pressed between the fingers. It is tasteless and odorless. It should be pharmaceutical grade for oral solid dosage form preparation.	100 kg	
40	ཀ་ཀོ་ལ། (ka-ko-la)	<i>Amomum subulatum</i> / Local Cardamomum		Fruit - The dried fruits of cardamom are golden yellow or white, lipped and showy filled with round and aromatic seeds that are spice and has pungent smell.	80 kg	
41	རྒྱུན་འབྲུམ་དཀར་པོ། (grun-drum-karpo)	<i>Vitis vinifera</i> L. (White Grape)		Dried fruit – It is off-white oval shaped dried fruit of grape with sweet taste and pleasant odor.	25 kg	
42	ཡུངས་དཀར། (yung-dkar)	<i>Brassica juncea</i> L. (czernjaev)		Dried seeds – It is the dried brownish yellow seed of mustard. It is nearly round in shape, and finely pitted. It is odorless when whole and has pungent taste.	15 kg	



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43	Transparent Soap base	<i>Transparent Soap base</i>		Solid Flakes/Cakes - Transparent clear soap base made of glycerin and vegetable base. It should be highly moisturizing, long-lasting and firm to the touch. It should produce a rich and smooth lather that does not dry out the skin.	100 kg	
	Total Amount					

Signature of Supplier:	Supplier's Official Stamp
Name of Supplier:	
Date:	

